

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 4</p> <p style="text-align: center;">Attorney-Filed Documents</p>

Documents filed under this category will, in the docket text, reflect the filing by the attorney and not the party:

Certificate of Service Declaration Re: Electronic Filing Disclosure of Compensation Notice of Change of Address (Attorney) Notice of Compliance with Claims Review Notice of Filing Notice of Unavailability Notice to Debtor of Due Date
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The example below demonstrates how to file a **Certificate of Service**. The same basic steps will be followed for most types of documents in this category even though some events require specific information. All are non-fee events.

STEP 1 Select **Bankruptcy** from the main menu.

NOTE - If the document being filed is in an adversary proceeding, click **Adversary** from the main menu.

STEP 2 Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A document selection screen will display.

- ◆ Click on the drop down list to reveal the list of documents in this category, or press the "c" key until "**Certificate of Service**" appears. Select the desired item and Click **Next**.
- ◆ If item is being jointly filed with another attorney, click on the check box, then Click **Next**.

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STEP 5 The PDF document selection screen will display.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and attach it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 6 Depending upon the event entered, the next series of screens may be different. For this example, the system prompts the user to *Select the appropriate event(s) to which your event relates*.

<input checked="" type="checkbox"/>	10/31/2004 11 Notice of Rescheduled Meeting of Creditors Filed by Debtor John Smith. Meeting of Creditors to be Held on 12/15/2004 at 09:00 AM at Room 101, Via Jardin Bldg. (Cradic, Cam)
<input checked="" type="checkbox"/>	10/31/2004 12 Amended Statement of Debtor(s) Social Security Number(s) <i>[Document Image Available ONLY to Court Users]</i> Filed by Debtor John Smith. (Cradic, Cam)
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

CRITICAL ISSUE - It is important to select the correct item(s) because it will appear in the docket text.

- ◆ A docket will appear with check boxes next to each item. Click on the check box to select the desired item which relates to the Certificate of Service.

In our example, a debtor's attorney is filing a **Certificate of Service** which relates to two prior docket entries.

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STEP 7 The **Docket Text: Modify as Appropriate** screen will display - This event provides a text box to include additional information if desired.

For this example, we have included the words "upon all parties" to show that the linked items were served on all parties in the case. Click **Next**.

Docket Text: Modify as Appropriate.

Certificate of Service by Attorney Cam Cradic Esq (Re: [11] Notice of Rescheduled Meeting of Creditors filed by Debtor John Smith, [12] Statement of Debtor(s) Social Security Number(s) filed by Debtor John Smith). (Cradic, Cam)

STEP 8 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is required.

For our example, the final text appears below with the *added text in italics*, and the Certificate of Service is linked to document #'s 11 and 12. Click **Next**.

Docket Text: Final Text

Certificate of Service *upon all parties* by Attorney Cam Cradic Esq (Re: [11] Notice of Rescheduled Meeting of Creditors filed by Debtor John Smith, [12] Statement of Debtor(s) Social Security Number(s) filed by Debtor John Smith). (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

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STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.